



# WELFARE-TO-WORK

HEALTH AND HUMAN SERVICES AGENCY



ALL-COUNTY LETTER  
Number: 01-53

DIRECTIVE  
Number: WD01-6

Date: August 3, 2001  
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TO: LOCAL WORKFORCE INVESTMENT AREAS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES  
COUNTY WELFARE DEPARTMENT DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
EDD EXECUTIVE STAFF  
WDB STAFF  
COUNTY CalWORKs WELFARE-TO-WORK COORDINATORS  
FOSTER CARE INDEPENDENT LIVING PROGRAM COUNTY  
COORDINATORS  
COUNTY CalWORKs PROGRAM SPECIALISTS  
FAMILY SUPPORT/CHILD SUPPORT PROGRAM ADMINISTRATORS  
COUNTY CHILD WELFARE SERVICES MANAGERS

SUBJECT: WELFARE-TO-WORK GRANT PROGRAM ELIGIBILITY

## EXECUTIVE SUMMARY:

### Purpose:

This joint directive provides federal and State policy guidance for eligibility in the WtW Grant program as amended by H.R. 3424 and defined in Interim Final Rule 20 CFR 245 et al., issued on January 11, 2001. The public comment period for the Interim Final Rule ended on March 11, 2001. It also contains seven attachments, which include an updated glossary of terms and an easy desktop reference for eligibility determination.

### Scope:

The requirements in this joint directive apply to Local Workforce Investment Boards (Local Board), WtW Grant 15 Percent subgrantees, County Welfare Departments (CWD) and other WtW Grant subrecipients responsible for determining and verifying the eligibility of participants for the WtW Grant program.

### Effective Date:

This joint directive is effective immediately.

## REFERENCES:

- Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Social Security, Title IV, Part A, Section 401 et al. (August 22, 1996)
- Balanced Budget Act of 1997, Social Security Act, Title IV, Part A, Section 403(a)(5) (August 5, 1997)
- Child Support Performance and Incentive Act of 1998, Social Security Act Title IV, Part A, Section 403(a)(5)(C)(ii) (July 16, 1998)
- Title 45 Code of Federal Regulations (CFR) Part 260, et al., Temporary Assistance for Needy Families (TANF): Final Rule (April 12, 1999)
- Title 20 CFR Part 645, et al. (January 11, 2001)
- Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 11-97, Change 1, Subject: Welfare-to-Work Reporting (February 22, 1999)
- The DOL Employment and Training Administration's WtW Questions and Answers (Q&A) Internet site at <http://wtw.doleta.gov>
- California Welfare and Institutions Code (W&IC) Sections 10500-11526.5 (August 11, 1997)
- Title 20 CFR Part 652, et al. (August 11, 2000)

## STATE-IMPOSED REQUIREMENTS:

This joint directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

## FILING INSTRUCTIONS:

This joint directive supersedes WtW Directive WD00-1, dated February 4, 2000, and All-County Information Notice (ACIN) I-56-00, dated June 2, 2000, and finalizes WtW Draft Directive WDD-20, dated June 12, 2001. Retain this joint directive until further notice.

## BACKGROUND:

On November 29, 1999, the WtW Grant program amendments (1999 WtW Amendments) were enacted as part of Title VIII Consolidated Appropriations Act for Fiscal Year 2000. This action resulted in changes to the WtW Grant program eligibility requirements. Interim regulations Title 20 CFR Part 645, dated January 11, 2001, released the revised eligibility criteria for the WtW Grant program.

The changes established under the 1999 WtW Amendments had different effective dates depending on the type of WtW Grant and the applicable provisions. The effective date for the DOL 25 Percent Competitive WtW Grants was November 29, 1999, for the new allowable activity and January 1, 2000, for new eligible populations. For the 85 Percent formula, 15 Percent projects, and the State match funds, the effective date was July 1, 2000. However, specific spending restrictions were placed on the use of the formula funds for new participants entering the program between

July 1, 2000, and September 30, 2000. Individuals enrolled in the program July 1, 2000, through September 30, 2000, must have met both the “old” and the “new” eligibility criteria. The “old” eligibility criteria refer to the requirements in effect prior to July 1, 2000, established in Title 20 CFR Part 645, dated November 18, 1997. The “new” eligibility criteria, effective July 1, 2000, refer to the “new” requirements established in Title 20 CFR Part 645, dated January 11, 2001. Section III of this joint directive provides further detail on the procedures for documenting eligibility during this time period.

The major changes to WtW Grant program eligibility are as follows:

#### Primary Eligibility (formerly the 70 Percent Provision) Category

- Eliminates the requirement for long-term welfare recipients and non-custodial parents (NCP) to have at least two of three barriers to employment. The employment barriers were: (1) does not have a high school diploma or certificate of general equivalency and has reading or math skills at 8.9 or below, (2) requires substance abuse treatment for employment, and (3) has a poor work history.
- Requires that all NCPs entering the program after July 1, 2000, must be served under the Primary Eligibility Category.
- Adds new eligibility criteria for NCPs.

#### Other Eligibles (30 Percent Provision) Category

- Expands the eligible population to include youth 18 through 24 who have been in foster care, current California Work Opportunity and Responsibility to Kids (CalWORKs) recipients who have barriers to self-sufficiency, and custodial parents with incomes below the federal poverty line.
- Moves NCP eligibility from the “old” 30 Percent Provision to the “Primary Eligibility” Category effective July 1, 2000.

## **POLICY AND PROCEDURES:**

### **I. Definitions:**

Attachment 1 is a glossary of terms used in this joint directive.

### **II. Eligibility Criteria:**

The 1999 WtW Amendments divide WtW eligibility into two main categories; (1) Primary Eligibility, (which includes long-term CalWORKs recipients and NCPs) and (2) Other Eligibles. The previous requirement to spend at least 70 percent of the WtW Grant funds on hard-to-employ individuals has been eliminated. However, the new regulations (645.211) require that no more than 30 percent of the WtW Grant funds allotted may be spent on individuals served under the “Other Eligibles” Category. The eligibility criteria for these two categories are

described below. Attachment 2 is a summary of the WtW Grant program eligibility criteria to be used as an easy desktop reference.

## A. Primary Eligibility Category

The Primary Eligibility has two provisions:

- GENERAL ELIGIBILITY

Custodial parents who meet one of the following criteria:

1. Current CalWORKs recipients that have received assistance for 30 months or more. See Attachment 1, Glossary of Terms, for the definition of TANF/CalWORKs assistance. For the purposes of determining eligibility under the 30 months on aid provision, the period of time a teen mother receives assistance as a member of her parent's assistance unit ([AU] see page 19) does not count toward the teen's 30 months on aid until the day the teen's child is born (see DOL Q&A at <http://www.wtwdoleta.gov>).
2. Current CalWORKs recipients that will become ineligible for assistance within 12 months due to the federal 60-month lifetime limit on cash aid. This includes welfare recipients who have been exempted or received a waiver from participating in the CalWORKs Welfare-to-Work program by the CWD, but would have faced ineligibility within 12 months without the exemption or waiver. ***A current CalWORKs recipient, who has not received aid for 30 months, may be WtW Grant eligible under this provision if the last minor child in the AU is within 12 months of being ineligible for TANF/CalWORKs assistance because of turning 18 years of age.***
3. Former CalWORKs recipients no longer receiving TANF/CalWORKs assistance due to reaching the federal 60-month lifetime limit on aid.

- NCP ELIGIBILITY

The NCPs are eligible under this provision if he or she **meets one of the criteria in each of the following two eligibility categories:**

1. Employment/Financial Status

The NCPs are unemployed, underemployed, or having difficulty paying child support obligations;

- a) Unemployed, as defined in Section 645.120 of 20 CFR, means "an individual that is without a job that wants and is available for work."

b) Underemployed, *as defined by the State in consultation with Local Boards and DOL WtW Competitive Grantees, means:*

- *An individual who is working part-time but desires full-time employment;*

or

- *An individual who is working in employment not commensurate with the individual's demonstrated level of education and/or skill of achievement.*

c) Having difficulty in paying child support, *as defined by the State in consultation with Local Boards, WtW Grant Competitive Grantees, and the State Department of Child Support Services (DCSS), means an individual whom:*

- *Is behind paying child support;*

or

- *Does not have a child support order and does not have the ability to pay child support if ordered.*

## 2. Minor Child/Custodial Parent Status

- a) The minor child or the custodial parent of the NCP's minor child is currently receiving CalWORKs assistance and has received TANF/CalWORKs assistance for 30 months or more.
- b) The custodial parent of the NCP's minor child is currently receiving CalWORKs assistance and will become ineligible for TANF/CalWORKs assistance within 12 months due to the federal 60-month lifetime limit on aid. ***NCPs may be WtW Grant eligible if their last minor child in an AU is within 12 months of being ineligible for TANF/CalWORKs assistance because of turning 18 years of age.***
- c) The minor child is eligible for or is receiving TANF/CalWORKs assistance.
- d) The minor child received TANF/CalWORKs assistance in the 12-month period before the date of WtW grant eligibility determination for the NCP, but no longer receives assistance.
- e) The minor child is eligible for or is receiving assistance under the Food Stamp program, the Supplemental Security Income (SSI) program, Medicaid or the Children's Health Insurance Program (CHIP). See Section IV, NCP Requirements, of this directive for additional information.

Section 645.215(a) of 20 CFR requires operating entities to give preference to those NCPs who qualify under the eligibility criteria number 2. a) and b) above. See Section IV, A., for more information on establishing a process for giving preference to NCPs whose minor children, or custodial parents, are long-term CalWORKs recipients or will be ineligible for TANF/CalWORKs assistance within 12 months.

Once NCPs have been determined eligible and enrolled in the WtW Grant program, they must enter into a written or oral personal responsibility contract (PRC) with the WtW Grant operating entity and the Local Child Support Services (LCSS) agency. The NCPs must comply with the terms of the PRC as a condition of their continued eligibility and participation in the WtW Grant program. Further information on NCPs and the PRC is contained in Section IV, E.

### 3. Presumptive Eligibility Determination

Section 645.212(c)(2)(iv) of 20 CFR indicates that to determine NCPs' eligibility, states have been granted authority to use a presumptive eligibility determination procedure in cases where the child, or custodial parent, is not receiving benefits or when there is not a timely response from the responsible agency. Therefore, a NCP may be served under the "Primary Eligibility" category if the NCP's minor child is receiving or eligible for assistance under the Food Stamp program, the SSI program, Medicaid, CHIP (in California, known as Healthy Families Program).

The WtW Grant regulations suggest that states adopt an income test under which an individual or family would be eligible for one or more of the specified programs. In order to provide consistency, California is adopting the eligibility criteria guidelines for the Healthy Families program for operating entities to use when determining presumptive eligibility determinations:

- ***Family income is defined as the custodial parent's, or caretaker relative's income for the last six months.*** Refer to Attachment 7 for a sample worksheet to be used to make this determination.

Check with the local CWD for more information regarding the Healthy Families program.

Upon determining presumptive eligibility for the WtW Grant program, operating entities should notify the NCP or the custodial parent, if address is known, that his/her children may be eligible for additional services. In most programs, only the custodial parent is able to apply for benefits or services for the minor child.

## **B. Other Eligibles Category (30 Percent)**

An individual is eligible under this category if he or she meets one of the following three provisions:

1. Currently receiving CalWORKs assistance and meets one of the following:
  - Has characteristics associated with or predictive of long-term welfare dependence such as dropped out of school, teenage pregnancy, poor work history or other locally defined characteristic.
  - Has significant barriers to self-sufficiency under criteria defined by the Local Board in collaboration with the CWD. See Section IX, Local Definitions, for additional information.
2. Youth aged 18 through 24 who before attaining 18 years of age were recipients of foster care maintenance payments under Section 475(4), Part E of the Social Security Act or were in foster care under the responsibility of the State. The length of time in foster care has no effect on the individual's eligibility. The individual is eligible if they received foster care at any time prior to turning 18 years of age. To obtain referrals for youths aging out of foster care, entities must work with the local Child Welfare Services manager in the CWD and Foster Care Independent Living County Coordinators (Attachment 3 contains a list of coordinators).
3. A custodial parent with an income below 100 percent of the federal poverty line. The poverty guidelines are issued annually by the U.S. Department of Health and Human Services as required by Section 673(2) of the Omnibus Budget Reconciliation Act of 1981. Attachment 4 to this directive provides the 2001 Poverty Guidelines. New directives will be issued annually as the federal poverty guidelines are updated.

Section 645.213(c)(2) of 20 CFR defines income as total family income for the last six months, exclusive of unemployment compensation, child support payments and old-age and survivors benefits received under Section 202 of the Social Security Act. This definition is based on the Workforce Investment Act (WIA) method for determining income under the definition of "low income individual" in section 101(25) of WIA.

Eligibility for a custodial parent with a disability is based on the individual's personal income and not the family income. If the disabled custodial parent's last six months income, minus the income exclusions described above, does not exceed the poverty line for a family of one, the individual would be eligible under these provisions.

### III. Eligibility Determination between July 1, 2000, and September 30, 2000

The 1999 WtW Amendments (Title 20 CFR Section 645.135) restrict expenditures of WtW Grant program funds between July 1, 2000, and September 30, 2000. During this time period, WtW Grant program funds could only be expended on individuals who would have been eligible before the July 1, 2000, eligibility changes. The intent of this restriction was to prevent the outlay of federal WtW Grant formula funds until October 1, 2000.

New participants enrolled into the WtW Grant program between July 1 and September 30, 2000, must have met both the “new” and “old” eligibility requirements. The “new” eligibility criteria effective July 1, 2000, are contained in Section II of this directive and the “old” eligibility criteria effective prior to July 1, 2000, are contained in WD00-1.

Attachment 5 provides a side-by-side matrix of the “old” and “new” WtW Grant eligibility requirements. This matrix can be used as a checklist to assist with determining whether WtW Grant formula funds can be expended on new WtW Grant enrollees prior to October 1, 2000.

Entities using State WtW Grant matching funds or other non-federal funds do not have the same expenditure restrictions between July 1 and September 30, 2000, as the 85 and 15 Percent formula funds. Individuals enrolled into the program using State WtW Grant matching funds or other non-federal funds after July 1, 2000, must meet only the “new” eligibility criteria.

### IV. NCP Requirements

#### A. NCP Preference for Enrollment

If a WtW Grant operating entity serves NCPs, it must develop a mechanism to give preference to those NCPs who qualify under Section 645.212(c)(2)(i) of 20 CFR. This section states that preference must be given to the NCP whose minor child (or the custodial parent of the minor child) has received CalWORKs assistance for at least 30 months, or will become ineligible for TANF/CalWORKs within 12 months due to the federal 60-month lifetime limit on aid, or the minor child will be turning 18 years of age within 12 months. Establishing this preference does not mean that this category of eligible NCPs must be exhausted before any other NCP can be served. ***Operating entities must develop written procedures that describe how preference will be provided and how other NCP eligibles will be served.***

#### B. Coordination with Local Child Support Services ([LCSS] Agency IV-D)

Section 645.215 of 20 CFR, of the Preamble, states that LCSS agencies are vital partners in providing employment services to NCPs. This section requires that the LCSS agency be a party to the development of the NCP's PRC. Additionally, a working relationship between the operating entity and the LCSS



agency is necessary to assist the NCP in fulfilling his/her commitments under the PRC.

In California, DCSS is responsible for administering the federal Title IV-D program and oversees LCSS agencies in each county. A listing of the agencies is included in Attachment 6.

### **C. Consultation with Local Domestic Violence Prevention and Intervention Organizations**

Section 645.215(b) of 20 CFR requires WtW operating entities to consult with domestic violence prevention and intervention organizations in developing services for NCPs. This consultation is intended to assist operating entities with protecting custodial parents and children at risk of domestic violence. In cases of domestic violence, the custodial parent cannot be required to cooperate as a condition of either parent's participation in the WtW Grant program.

WtW Grant operating entities must establish local procedures on how consultation with domestic violence organizations will be conducted. The Office of Criminal Justice Planning publishes a Directory of California Domestic Violence Service Providers that lists statewide projects assisting domestic violence victims and their children. Free copies may be obtained from the Office of Criminal Justice Planning by calling (916) 324-9100 or sending a written request to 1130 K Street, Suite 300, Sacramento, CA 95814.

### **D. Personal Responsibility Contract (PRC)**

Section 645.212(c)(3) of 20 CFR states that NCPs must be in compliance with the terms of a written or oral PRC to continue to participate in the WtW Grant program. The PRC must include information regarding the NCP's employment and child support status, and describe the services to be provided. The PRC must be entered into within 30 days after the NCP is enrolled and receiving services under the WtW Grant program. Operating entities may extend this time period up to 90 days after enrollment if they determine good cause. The operating entity has the discretion to define "good cause" and to grant such an extension on an individual basis. If the NCP refuses to sign or verbally agree to the PRC, the operating entity must terminate services immediately.

If operating entities use an oral PRC, they must document the agreement with a notation or letter in a participant's file. For a sample of a written PRC, please contact your Employment Development Department (EDD) Regional Manager or program manager. The PRC must contain:

- A commitment by the NCP to:
  1. Cooperate in establishment of paternity, at the earliest opportunity through voluntary acknowledgment or other procedures.

2. Cooperate in establishment of a child support order.
  3. Cooperate in the payment of child support for the minor child. This may include a modification of an existing support order to take into account the ability of the NCP to pay such support and the participation of the NCP in the WtW Grant program.
  4. Participate in employment or related activities that will enable the NCP to make regular child support payments. If the NCP has not attained 20 years of age, related activities may include:
    - a. Completion of high school.
    - b. Earning a general equivalency degree (GED).
    - c. Pre-employment vocational education or job training. Note: Participation in pre-employment education is limited to six months as provided in Section 645.220(b) of 20 CFR. **However, education directly related to obtaining a high school diploma and GED has no specific time limit but should be estimated and monitored.**
  5. Participate in the services described in the PRC.
- And include the following parties in the development of the PRC:
    1. The NCP.
    2. The WtW Grant operating entity.
    3. The LCSS agency.

## V. Eligibility Determination

Each WtW Grant operating entity is accountable for ensuring that WtW Grant funds are spent on individuals who are eligible under Title 20 CFR Part 645 et al. and are liable for any disallowed costs associated with eligibility determination. Additionally, the WtW Grant regulations require that the operating entities ensure that there are mechanisms in place to establish WtW Grant eligibility. In most cases, the basis for determining WtW Grant eligibility is closely associated with receipt of CalWORKs assistance. Therefore, CWDs are the best source of information regarding a custodial parent's or minor child's receipt of CalWORKs assistance, length of such assistance, and duration of time limits.

The WtW Grant operating entities serving NCPs may also rely on information obtained from the LCSS agency. The LCSS agency may have information about the NCP's minor child/custodial parent regarding the receipt of CalWORKs assistance and the length of such assistance.

The mechanisms for determining WtW Grant eligibility must address how operating entities, CWDs and LCSS agencies will work together to facilitate the exchange of eligibility information. At a minimum, for CalWORKs recipients, WtW Grant eligibility determination mechanisms must include arrangements with CWDs to ensure that information about the recipient's CalWORKs assistance is current at the time of the recipient's enrollment in the WtW Grant program.

The actual scope of these eligibility determination mechanisms, operating procedures, and roles and responsibilities of the cooperating partners is left to local determination and should be documented in WtW Grant operating entities' policies and procedures. Local agreements among the cooperating partners should embody these mechanisms, operating procedures, and roles and responsibilities.

The eligibility determination for the WtW Grant program is valid for as long as the individual is enrolled in the WtW Grant program. Enrollment occurs when the WtW Enrollment Form (WtW 20 EWEF) is completed. If an individual, whose eligibility is based on receipt of CalWORKs assistance, is not enrolled as soon as eligibility has been determined, the operating entity must confirm with the CWD that the individual is currently receiving CalWORKs assistance at the time of enrollment. Operating entities are encouraged by DOL (TEGL 11-97, Change 1) to enroll individuals into the WtW Grant program as soon as they are determined eligible so that when an appropriate service/activity becomes available, the individual does not have to be re-assessed for eligibility based on current receipt of CalWORKs assistance.

Once an individual is determined WtW Grant eligible and enrolled in the WtW Grant program, the operating entity is not required to re-determine WtW Grant eligibility. For example, if a custodial parent ceases to receive CalWORKs cash assistance due to increased earnings, the custodial parent may continue to participate in appropriate WtW Grant activities and receive supportive services as long as the services are needed to obtain and retain employment.

For determining eligibility for young adults (age 18-24) who were in foster care as minors, it is essential that WtW Grant operating entities work with their local Child Welfare Services manager in the CWD within your local area to verify eligibility. To obtain referrals for youths aging out of foster care, entities must work with the local Child Welfare Services manager in the CWD and Foster Care Independent Living County Coordinators (Attachment 3 contains a list of coordinators).

## **VI. Eligibility Documentation**

The WtW Grant operating entities are responsible for collecting, documenting and verifying the information necessary for making a WtW Grant eligibility determination. State and/or federal monitors will conduct a review of documents and participant records pertinent to the eligibility determination of individual participants. Eligibility documentation and written policies and procedures describing the process for determining and documenting WtW Grant eligibility must be available for review.

Recipient information held by the CWD or LCSS agency is acceptable evidence for demonstrating WtW Grant eligibility. The 1999 WtW Amendments authorize LCSS agencies and CWDs to share certain information on NCPs with Local Boards. These agencies may share names, addresses, telephone numbers, and identifying case numbers. Local Boards must have procedures in place for

safeguarding the privacy of the information and for ensuring that it will be used solely for WtW Grant recruiting purposes.

***The CWDs will permit reasonable access to CalWORKs case information on an “as-needed” basis for the operating entities, EDD, DOL, or other State and federal agencies to ensure that CalWORKs records contain sufficient and relevant WtW Grant program eligibility criteria. This does not impose or imply any liability on the part of CWDs or the California Department of Social Services (CDSS) for disallowed WtW Grant program costs. For sample referral forms, please contact your EDD Regional Manager or program manager.***

Documentation provided by the CWD regarding receipt of CalWORKs assistance, length of assistance and whether an individual will become ineligible for CalWORKs assistance within 12 months due to the federal 60-month lifetime limit on aid, or the last minor child in an AU turning 18 years of age, must be current at the time of WtW Grant eligibility determination and enrollment. However, the regulations have allowed CWDs and operating entities flexibility to use information about the recipient's characteristics of long-term welfare dependence and significant barriers to self-sufficiency that were collected up to six months prior to the WtW Grant program eligibility determination under the "Other Eligibles" Category.

In cases where there is difficulty or delay in receiving verification of CalWORKs status from the CWD for a particular individual, an operating entity may use self-attestation. This type of documentation should be used only on "an exception" basis. Operating entities must have a written policy that includes the type of documentation that will be used to verify receipt of CalWORKs assistance until actual verification is received from the CWD, along with documentation of the steps taken to request such information. The type of documentation may include a locally developed self-attestation that includes information about the individual's receipt of assistance and the cumulative number of months the individual has been receiving CalWORKs assistance. Subsequently, every effort should be made by the operating entity to verify the information with the CWD. However, if it is determined by the CWD that the individual is not a current recipient of CalWORKs assistance or has not received aid for 30 months or more, the costs incurred by the operating entity serving the individual may be disallowed by DOL.

## **VII. Providing WtW Grant Services to Youth**

The CalWORKs recipients between 16 and 18 years of age, who meet one of the eligibility criteria under the "Other Eligibles" Category, could receive WtW Grant services, if full-time work is an appropriate goal for the youth, e.g., they are school dropouts and are required to participate in the CalWORKs Welfare-to-Work program, or have a high school diploma or GED (DOL Q&A E9 and CDSS Manual of Policy and Procedures [MPP] 42-719).

## VIII. CalWORKs Requirements Effecting the WtW Grant Program

***Coordination developed locally between the WtW Grant program and CWDs is essential to the success of moving welfare recipients to self-sufficiency. CalWORKs recipients may participate in the WtW Grant program as part of, or as an alternative to, participating in the CalWORKs Welfare-to-Work funded activities, as long as the recipient is otherwise eligible for the WtW Grant program and such activities are included as a part of the recipient's CalWORKs Welfare-to-Work plan or are in addition to CalWORKs activities.***

### A. CalWORKs Penalties and Sanctions

#### Penalties

A CalWORKs penalty occurs when, due to non-compliance with CalWORKs program requirements, a family grant is reduced and a recipient's needs are not considered in computing the family grant but the recipient's income and resources continue to be considered in the family's grant computation. However, the member of the family that is subject to the penalty is not removed from the AU and the time spent under penalty continues to count toward the federal 60-month lifetime limit on aid. An example of a situation that could result in a penalty is when a parent fails to provide documentation that his/her children are immunized or attending school regularly. If a custodial parent is subject to a CalWORKs penalty at the time of WtW Grant enrollment, he or she is considered to be a current CalWORKs recipient and is eligible to participate in the WtW Grant program, as long as he or she is otherwise eligible.

#### Sanctions

A financial sanction occurs when a CalWORKs recipient is taken out of the AU for failure, without good cause, to comply with the CalWORKs Welfare-to-Work program requirements. A sanction will be imposed for the failure or refusal to sign the CalWORKs Welfare-to-Work plan; participate in any assigned program activity including a self-initiated program; provide required proof of satisfactory progress in an assigned program activity; meet work requirements; or accept employment. When a sanction occurs, the individual is taken out of the AU, his/her federal 60-month clock is stopped and his/her income and resources are no longer considered in the computation of the family grant.

If a recipient is financially sanctioned at the time of enrollment in the WtW Grant program, and eligibility is based on the individual being a current recipient of assistance, the sanctioned recipient will not be eligible to participate in the WtW Grant program until the sanction is cured. If during an individual's participation in the WtW Grant program, he or she is financially sanctioned, the individual may continue his or her participation in the WtW Grant program. However, the operating entity and the CWD must cooperate

in assisting the recipient to comply with the CalWORKs program requirements and curing the sanction.

There are situations where financial sanctions placed on the custodial parent will not have an impact on determining WtW Grant eligibility for a NCP. For example, if the custodial parent of a NCP's minor child is financially sanctioned but the minor child is eligible for or receiving CalWORKs assistance, the NCP would be eligible if all other NCP eligibility criteria are met. Additionally, if a sanctioned recipient is a custodial parent with income below 100 percent of the poverty level, they may be eligible under the "Other Eligibles" Category.

NOTE: Due to the various issues that apply to penalties and sanctions, operating entities should call their local CWDs for individual sanction and penalty status information.

## **B. CalWORKs 18- and 24-Month Participation Time Limits and Work Participation Requirements**

*New CalWORKs Recipients:* A recipient who began receiving TANF-funded assistance on or after the month that the county implemented its CalWORKs Welfare-to-Work program is eligible to receive aid for a cumulative period of not more than 18 months, unless the recipient is working in unsubsidized employment for sufficient hours to meet his/her work participation requirement, or the CWD certifies that there is no job currently available for the recipient. If a CWD determines that there is no job currently available, the recipient must participate in community service and/or unsubsidized employment for the required minimum number of hours specified by CalWORKs. The 18 months may be extended for up to six additional months under specific criteria adopted by the local CWD. Operating entities should contact the local CWD for locally adopted criteria information. Extensions must be related to obtaining unsubsidized employment or local labor market and economic situations which limit job placement. [ACIN I-70-99, CDSS MPP 42-710]

*Recipients:* A recipient, who was receiving TANF-funded assistance in the month prior to the implementation of the CalWORKs Welfare-to-Work program in the county is eligible to receive aid for a cumulative period of no more than 24 months unless the recipient is working in unsubsidized employment for sufficient hours to meet his/her work participation requirement, or the CWD certifies there is no job currently available. If the CWD determines that there is no job currently available, the recipient must participate in community service and/or unsubsidized employment for the CalWORKs required minimum number of hours. [ACIN I-70-99, CDSS MPP 42-710.5]

The 18- and 24-month participation time limits start on the date the recipient signs, or refuses to sign, without good cause, his or her CalWORKs Welfare-to-Work plan. [ACIN I-70-99, p. 6, CDSS MPP 42-710.21]

Current State law requires that nonexempt CalWORKs recipients participate in the CalWORKs Welfare-to-Work program. State statutes also require that once nonexempt recipients reach their 18- or 24-month time limit, they must participate in unsubsidized employment, community service, or a combination of the two activities to meet their CalWORKs work participation requirements. The only paid community service activity permissible under existing State law is grant-based on-the-job (OTJ) community service. Grant-based OJT training is a CalWORKs Welfare-to-Work activity in which a participant receives a paycheck from an employer, and all or a portion of the participant's cash assistance grant is diverted to the employer as a wage subsidy. There are some exceptions to this limitation on activities for post-time limit recipients. Operating entities should work with the CWDs to determine when participation in other activities is allowed.

In general, given the above, the paid work experience, community service and OJT employment activities provided under the DOL's WtW Grant program are not allowable activities for CalWORKs recipients who have reached their 18- or 24-month time limit. These recipients may still elect to accept DOL's WtW Grant program subsidized employment positions. However, because participation in these activities likely cannot be counted toward meeting a participant's CalWORKs work requirements, the WtW Grant participant will be required to participate in activities that will meet the CalWORKs requirements, as well as the WtW Grant program activities, in order to remain eligible for CalWORKs cash assistance.

The operating entity and local CWD must work together for the successful transition of CalWORKs recipients from welfare to unsubsidized employment. It is the responsibility of the local partners to inform recipients of the program choices available through CalWORKs, WtW Grant, and other related programs. The partners must ensure that recipients are aware of the advantages, disadvantages, and consequences of participating in one program over another or choosing a mix of programs and services that will provide the best overall benefit and preparation for self-sufficiency.

Pregnant and parenting teens receiving CalWORKs assistance must participate in the Cal-Learn program until they obtain their high school diploma or receive their GED or turn 20 years of age. After they have received their diploma or GED or become 20 years of age, they are required to participate in the CalWORKs Welfare-to-Work program, unless exempt. Refer to ACIN I-70-99, MPP 42-712, for the definition of allowable exemptions under the CalWORKs Welfare-to-Work program. Such exemptions are determined by the CWD.

## **IX. Local Definitions**

Operating entities, in collaboration with their CWDs, may develop and employ their own definitions for the following:

- Significant barriers to self-sufficiency.

- Full-time employment.
- “Good cause” for granting a time extension up to 90 days for signing the PRC.
- Characteristics associated with, or predictive of, long-term welfare dependence.

Locally developed definitions must be included in a Local Board’s plan. The Governor’s 15 Percent WtW Grant project subgrantees must include their locally developed definitions in their policy and procedure statements. Local definitions must be developed in partnership with the CWD that serves the operating entity’s participants. For CWDs, the CalWORKs Plan Addendum for the WtW Grant Program, which must be updated annually, will include the definitions agreed to by all partners beginning with the 2001 Addendum. These definitions should not be so restrictive as to exclude those individuals Congress intended to be served. Operating entities should be prepared to demonstrate local conditions and participant needs.

#### **ACTION:**

All requirements in this joint directive are effective the date of its issuance. Operating entities and CWDs should review all existing processes, WtW Grant documents, and eligibility mechanisms for consistency with these requirements. This joint directive must be shared with all subgrantees, service providers, and CWD staff who are responsible for determining and verifying eligibility for the WtW Grant program, as well as other individuals deemed appropriate.

#### **INQUIRIES:**

Please direct WtW Grant inquiries about this directive to your assigned EDD Regional Manager or program manager at (916) 654-7799. Direct CalWORKs inquiries to your assigned CDSS Regional Manager at (916) 654-2137.

/S/ BRUCE WAGSTAFF  
Deputy Director  
Welfare-to-Work Division, CDSS

/S/ JIM CURTIS, Chief  
Program Development and  
Management Division, EDD

Attachments



**WELFARE-TO-WORK (WtW) GRANT PROGRAM**  
**GLOSSARY OF TERMS**

This document is a guide for interpreting terms used in the Department of Labor (DOL) WtW Grant program and the California Work Opportunity and Responsibility to Kids (CalWORKs) program.

**Applicant for CalWORKs Assistance**

For the purpose of determining WtW Grant eligibility, a person who is applying for receipt of CalWORKs assistance **is not** a “current recipient” of assistance.

**Assistance**

The term "assistance" is used in a variety of ways in the WtW Grant program and CalWORKs. Therefore, we are providing the following list of the applicable definitions of assistance.

- **CalWORKs Assistance**—On August 22, 1996, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was passed ending the Aid to Families with Dependent Children, Job Opportunities and Basic Skills Training, and the Emergency Assistance programs. The PRWORA established the Temporary Assistance to Needy Families (TANF) program nationally, which imposed time-limited assistance and focused on moving recipients into employment. In December 1996, California received its first TANF Block grant. On January 1, 1998, CalWORKs was implemented as California’s version of the TANF program.
- **TANF Assistance**—Title 45 Code of Federal Regulations (CFR) Section 260.31, dated April 12, 1999, redefined assistance funded by the TANF program to include cash, payments, vouchers, and other forms of benefits designed to meet a family’s ongoing basic needs (i.e., food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses). It further clarified that TANF transitional supportive services are not considered “assistance” for the purpose of counting time on aid toward the federal 60-month lifetime limit on aid. These definitions of TANF-funded assistance went into effect on October 1, 1999, and apply to the CalWORKs and WtW Grant programs.

The TANF assistance includes benefits that are:

- (1) Provided in the form of payments by a TANF agency or other agency on its behalf to individual recipients.
- (2) Conditioned on participation in work experience or community service or other work activities that include:
  - Unsubsidized employment.
  - Subsidized private-sector employment.

- Subsidized public-sector employment.
- Work experience if sufficient private-sector employment is not available.
- On-the-job training (OJT).
- Job search and job readiness assistance.
- Community service programs.
- Vocational educational training.
- Job skills training directly related to employment.
- Education directly related to employment.
- Satisfactory attendance at secondary school or in a course of study leading to certificate of general equivalency diploma (GED).

(3) Supportive services such as transportation and childcare provided to families **who are not employed** are counted as assistance for the purpose of determining the federal 60-month lifetime limit on aid. [Title 45 CFR 261.31(a)(3)].

- **Assistance for Determining WtW Grant Eligibility** —Effective October 1, 1999, custodial parents who are no longer receiving cash assistance but are receiving CalWORKs supportive services, which includes, but is not limited to transportation, child care, and counseling, are eligible to participate in the WtW Grant program, as long as they also meet other WtW Grant eligibility requirements. Title 20 CFR 645.120, dated January 11, 2001, p. 2692 of the Preamble, clarified for the purpose of determining eligibility for the WtW Grant program that TANF assistance means “any TANF benefits and services for the financially needy according to the appropriate income and resource criteria (if applicable) specified in the State TANF plan.” It further states funding sources for TANF benefits and services an individual receives may be either federal TANF funds or State Maintenance of Effort funds expended in the TANF program. This means custodial parents who are employed and receiving only CalWORKs transitional supportive services are “current recipients” of assistance for the purpose of determining eligibility for the WtW Grant program.
- **WtW Cash Assistance**—Title 45 CFR Section 260.32, dated April 12, 1999, defined WtW cash assistance to include those benefits identified above that are directed at basic ongoing needs when they are provided in the form of cash payments, checks, reimbursements, electronic funds transfers, or any other form that can be converted to currency. Such WtW cash assistance that meets these criteria must be counted toward an individual’s federal lifetime limit on aid. Ongoing basic needs is defined in TANF assistance above.
- The WtW benefits and services **excluded** from being counted as “cash assistance” and that **do not** count for the purpose of determining an individual’s federal 60-month lifetime limit on aid are:
  - (1) Nonrecurring, short-term benefits that:
    - (i) Are designed to deal with a specific crisis situation or episode of need.
    - (ii) Are not intended to meet recurrent or ongoing needs.
    - (iii) Will not extend beyond four months.

- (2) Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training).
- (3) Supportive services, such as childcare, transportation and ancillary expenses provided to families who are employed or not employed [Title 45 CFR Section 260.31(b)].
- (4) Refundable earned income tax credits.
- (5) Contributions to, and distributions from, Individual Development Accounts (IDA).
- (6) Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support.
- (7) Transportation benefits provided under a Job Access or Reverse Commute project, pursuant to Section 404(k) of PRWORA, to an individual who is not otherwise receiving assistance.

### **Assistance Unit (AU)**

An AU is a group of related persons living in the same home who have been determined eligible for CalWORKs by a CWD.

NOTE: Because of the complexity and variables that apply when determining if a person would be eligible to be included in an AU, operating entities are directed to contact their County Welfare Departments (CWD) with any questions.

### **CalWORKs Welfare-to-Work Program**

The CalWORKs Welfare-to-Work program replaced the Greater Avenues to Independence program on January 1, 1998. CalWORKs requires all able-bodied adult welfare recipients to participate in work activities or unsubsidized employment in exchange for time-limited cash assistance. "Work first" is fostered through strict work requirements. Personal responsibility/accountability is encouraged and rewarded.

### **CalWORKs Work Activities**

The following are the work activities allowed under CalWORKs:

- Unsubsidized employment.
- Subsidized private sector employment.
- Subsidized public sector employment.
- Work experience.
- On-the-job training (OJT).
- Grant-based OJT.
- Work-study.
- Self-employment.
- Community service.

- Adult basic education.
- Job skills training directly related to employment.
- Vocational education and training.
- Job search and job readiness assistance.
- Education directly related to employment.
- Satisfactory progress in secondary school or in a course of study leading to a certificate of general educational development, in the case of a recipient who has not completed secondary school or received such a certificate.
- Mental health, substance abuse, and domestic violence services.
- Participation required of the custodial parent by the school to ensure the child's school attendance.
- Other activities necessary to assist an individual in obtaining unsubsidized employment.

### **Caretaker Relative**

As defined under CalWORKs, a caretaker relative shall be related to an eligible child by blood, marriage, or adoption within the fifth degree of kinship; shall live with the eligible child who is part of the AU; and shall exercise responsibility for the day-to-day care and control of the child. This relationship includes, but is not limited to, stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand," or the spouse of any of those persons even if the marriage was terminated by death or dissolution.

NOTE: It is the responsibility of the CWD to determine the eligibility of the family, i.e., the custodial parent(s) or caretaker relative(s) and their related children, for CalWORKs assistance.

### **Characteristics Associated With, or Predictive of, Long-Term Welfare Dependence**

Characteristics associated with, or predictive of, long-term welfare dependence may include having dropped out of school, teenage pregnancy, or having a poor work history (as locally defined). Operating entities have the flexibility to designate other characteristics that they consider associated with, or predictive of, long-term welfare dependence.

### **Child Support Enforcement Agency (Title IV-D)**

The State Title IV-D agency in California is the Department of Child Support Services (DCSS). The DCSS is responsible for ensuring non-custodial parents (NCP) provide financial support for their children. It is also responsible for implementing fatherhood programs and NCP employment and training programs for improving State child support and improving family relationships.

## **Children's Health Insurance Program (CHIP)**

In California, CHIP is called the Healthy Families Program, which is administered by the Major Risk Medical Insurance Board. This program is a State and federally funded health coverage for children with family incomes above the level eligible for no-cost Medi-Cal and below 250 percent of the federal income guidelines.

## **Community Service**

Community service is a paid employment activity under the WtW Grant program. However, the CalWORKs program treats community service as a training program for which payment generally is not provided to the participant. Community service means positions with public or private nonprofit employers. Participants in community service positions funded through the WtW Grant program are considered temporary employees, will apply for the work and be subject to hiring and termination by the employer, and will be expected to perform work for the benefit of the employer.

## **County Welfare Department (CWD)**

CWDs are the local agency responsible for the administration of many public social service programs, including but not limited to, CalWORKs cash assistance, CalWORKs Welfare-to-Work program, Stage I Child Care, Cal-Learn, Refugee, adoptions, food assistance, Food Stamps, General Assistance, Child Welfare Services, including Foster Care and adult programs.

## **Current Recipient of Assistance**

For the purpose of determining eligibility to participate in the WtW Grant program, a current recipient is an adult who is receiving CalWORKs assistance in the month WtW Grant eligibility is determined or who is receiving CalWORKs transitional supportive services. This includes two-parent families receiving assistance under the CalWORKs two-parent program.

## **Custodial Parent**

For the WtW Grant program, the person or party who has primary physical custody of a child as defined in the California Family Code, Section 3800, is a custodial parent. This includes the biological parent, adoptive parent, caretaker relative, or a non-relative responsible for the primary care of a minor child.

## **Custodial Parent with Income Below 100 Percent of the Federal Poverty Line**

A person who has the primary physical custody of a child(ren) and meets the criteria of poverty defined in Section 673(s) of the Omnibus Budget Reconciliation Act of 1981, including any revision required by such section, applicable to a family of the size involved would be eligible to participate in the WtW Grant program under the "Other Eligible" Category. The poverty guidelines are issued annually by the U.S. Department of Health and Human Services.

## **Eligibility Documentation**

Documentation of eligibility must be maintained in the WtW Grant participant's case file. The operating entity is responsible for collecting, documenting and verifying the information necessary for making a WtW Grant eligibility determination. Operating entities must have procedures in place for safeguarding the privacy of the information and for ensuring that the information will be used solely for purpose of the WtW Grant program.

## **Enrollment**

Enrollment occurs when the WtW Enrollment Form (WtW 20 EWEF) is completed by an operating entity. If an individual, whose eligibility is based on receipt of CalWORKs assistance, is not enrolled as soon as eligibility is determined, the operating entity must confirm with the CWD that the individual is a current recipient of CalWORKs assistance at the time of enrollment. Operating entities are encouraged to enroll individuals into the WtW Grant program as soon as they are determined eligible so that when an appropriate service/activity becomes available, the recipient does not have to be re-assessed for eligibility based on current receipt of CalWORKs assistance.

## **Federal 60-Month Lifetime Limit on Aid**

The PRWORA limits the time an adult may receive TANF assistance to 60 months (consecutive or not). California is not permitted to provide TANF-funded assistance to a family unit that includes an adult head-of-household or spouse of the head-of-household who has received TANF-funded assistance for 60 cumulative months after the date the State TANF program commences (TANF began in December 1996 in California).

This provision also applies to families that include a pregnant minor head-of-household, minor parent head-of-household, or spouse of such a head-of-household who has received CalWORKs assistance for a cumulative total of 60 months, whether or not consecutive.

## **Foster Care Youth**

For the WtW Grant program, a young adult who has attained 18 years of age but not 25 and who, before attaining 18 years of age, was a recipient of foster care maintenance payments is eligible to participate in the WtW Grant program under the "Other Eligibles" Category. This foster care could have occurred in, but is not limited to, family homes, group homes or child care institutions. It is noted that the definition of foster care under the responsibility of the State includes children on whose behalf federal foster care payments were made. Thus, for the WtW Grant eligibility purpose, all individuals under foster care in California, whether or not State or federal funds are paid on the individual's behalf, are considered to have been under the responsibility of the State. For assistance in determining eligibility for the WtW Grant program, operating entities should contact the appropriate local child welfare services manager in their CWD to verify whether an individual was in the Foster Care program.

## **General Eligibility**

A custodial parent who (1) is a current recipient of CalWORKs assistance and has received aid for 30 months or more, or (2) will become ineligible for assistance within 12 months due to reaching his/her federal 60-month lifetime limit on aid, or (3) will become ineligible for assistance within 12 months due to the last minor child in the AU turning 18 years of age meets the “General Eligibility” requirements of the WtW Grant program.

## **Having Difficulty in Paying Child Support Obligations**

The State in consultation with Local Boards, WtW competitive grantees and DCSS have defined having difficulty paying child support as an individual who is:

- Behind in paying child support,

or

- Does not have a child support order or does not have the ability to pay child support if ordered.

## **Individual Development Account (IDA)**

A financial account established by or for an individual that allows the individual to accumulate funds for specific purposes [refer to 20 CFR 645.220, dated January 11, 2001, p. 2696 of the Preamble for IDAs and CDSS MPP 89-130 for Restricted Accounts]. For the purpose of the WtW Grant program, the individual does not have to be a CalWORKs recipient to be eligible to have an IDA established.

## **Medicaid**

In California, Medi-Cal is the federal Medicaid program and is administered by the Department of Health Services. Medi-Cal provides health care coverage for low-income families and individuals that lack health insurance. Jointly funded by the State and federal government, it is the primary source of health care coverage for Californians and is defined as a means-tested care program for pregnant women, children, aged, and disabled individuals.

## **Noncustodial Parent (NCP)**

A NCP is defined as a parent who is absent from the child’s household due to divorce, separation, desertion, or any other reason, except absence occasioned solely by reason of the performance of active duty in the uniformed services of the United States. A NCP is eligible to participate in the WtW Grant program if they meet the eligibility criteria established for NCPs under the “Primary Eligibility” Category.

## **On-the-Job Training (OJT)**

For the WtW Grant and CalWORKs programs, OJT is paid employment in the public or private sectors. A portion of the wages paid by the employer may be reimbursed to cover the employer's training expenses.

## **Other Eligibles Category**

No more than 30 percent of the formula WtW Grant funds may be used to provide services for individuals eligible under this category. Eligible individuals are: (1) current recipients who have characteristics associated with long-term welfare dependence or who have significant barriers to self-sufficiency; (2) young adults aged 18 through 24 who were recipients of foster care payments as a minor; and/or (3) custodial parents with an income below the federal poverty line.

## **Participant**

A WtW eligible individual who is enrolled in the WtW Grant program and attending a WtW allowable activity and/or receiving WtW Grant supportive services.

## **Penalty**

A CalWORKs penalty occurs when, due to non-compliance with CalWORKs program requirements, a family's grant is reduced or a recipient's needs are not considered in computing the family grant but the recipient's income and resources continue to be considered in the family's grant computation. However, the member of the family that is subject to the penalty is not removed from the AU and the time spent under penalty continues to count toward the federal 60-month lifetime limit on aid. An example of a situation of non-compliance is when a parent fails to provide documentation that his/her child(ren) is immunized or attending school regularly. If a custodial parent is subject to a CalWORKs penalty at the time of WtW Grant enrollment, he/she is considered a current CalWORKs recipient and would be eligible to participate in the WtW Grant program as long as he/she is otherwise eligible. A CalWORKs penalty does not remove an individual from the AU.

NOTE: Due to the various issues that apply to penalties and sanctions, operating entities should call their local CWDs for individual penalty status information.

## **Personal Responsibility Contract (PRC)**

A PRC is a written or oral contract between the NCP, the WtW Grant operating entity, and the LCSS agency agreeing to comply with the requirements of the WtW Grant program as defined in 645.212(c)(3) of 20 CFR. The PRC must include an agreement to establish paternity and a child support order at the earliest opportunity, provide child support payments for the minor child, and participate in the employment or related activities defined in the contract. If the NCP does not sign or orally agree to the contract terms, the operating entity must immediately end WtW Grant services to the NCP.



## **Poor Work History**

Under the “Other Eligibles” Category, one of the characteristics of long-term welfare dependence is having a poor work history. Federal regulations do not define poor work history as it applies to this provision. Operating entities are allowed flexibility in defining “poor work history;” however, an operating entity must be prepared to demonstrate that its definitions are consistent with local labor market conditions, and are not so restrictive as to exclude the individuals Congress targeted for WtW Grant services. [Section 645.213(a)(2) of 20 CFR]

## **Primary Eligibility**

Primary Eligibility refers to the main eligibility category under the WtW Grant program. The Primary Eligibility Category has two eligibility provisions, which are General Eligibility and NCP Eligibility.

## **Re-Determination of Eligibility**

Once a person has been determined eligible to participate in the WtW Grant program and has been enrolled, the operating entity is not required to re-determine WtW Grant eligibility. The eligibility determination is valid for as long as the individual is enrolled in the program.

## **Residence Requirements**

The law and regulations do not specify that individuals served by the WtW Grant program in California must reside within a specific Local Workforce Investment Area (Local Area). Residence requirements may be developed at the discretion of the local operating entities in collaboration with CWDs.

According to the Social Security Act, an entity that operates with WtW Grant funds shall expend funds for the benefit of recipients of assistance of the state in which the entity is located. However, California may enter into agreements to facilitate the provision of services to eligible WtW Grant participants who reside in other states.

## **Sanction**

Under CalWORKs, adult recipients of aid, unless exempt, must participate in CalWORKs Welfare-to-Work activities and meet program requirements as a condition of receiving cash aid. CalWORKs Welfare-to-Work activities are services that help a recipient find and keep a job. If a recipient refuses to cooperate, he/she may be financially sanctioned. A financial sanction occurs when a CalWORKs recipient is taken out of the AU for failure, without good cause, to comply with the CalWORKs Welfare-to-Work program requirements and the recipient’s federal 60-month clock is stopped. A sanction will be imposed for the failure or refusal to sign the CalWORKs Welfare-to-Work plan; participate in any assigned program activity including a self-initiated program; provide required proof of satisfactory progress in an assigned program activity; meet work requirements; or accept employment. When a sanction occurs, the individual

is taken out of the AU, his/her federal 60-month clock is stopped and his/her income and resources are no longer considered in the computation of the family grant.

If a recipient is financially sanctioned at the time of enrollment in the WtW Grant program, and eligibility is based on the individual being a current recipient of assistance, the sanctioned recipient will not be eligible to participate in the WtW Grant program until the sanction is cured. If during an individual's participation in the WtW Grant program, he or she is financially sanctioned, the individual may continue his or her participation in the WtW Grant program. However, the operating entity and the CWD must cooperate in assisting the recipient to comply with the CalWORKs program requirements and curing the sanction. [CDSS MPP 42-721.4]

There are situations where financial sanctions placed on the custodial parent will not have an impact on determining WtW Grant eligibility for a NCP. For example, if the custodial parent of a NCP's minor child is financially sanctioned but the minor child is eligible for or receiving CalWORKs assistance, the NCP would be eligible if all other NCP eligibility criteria are met. Additionally, if a sanctioned recipient is a custodial parent with income below 100 percent of the poverty level, they may be eligible under the "Other Eligibles" Category.

NOTE: Due to the various variables that apply to sanctions, operating entities are to direct questions to CWDs.

### **School Dropout**

For the WtW Grant program, a school dropout is an adult who has not received his/her high school diploma or GED or a youth that is no longer attending school and does not have a high school diploma or GED.

### **Selective Service Registration**

The Military Selective Service Act requires almost all male United States citizens, and male aliens living in the United States, who are 18 through 25 years of age, to register with the Selective Service. The PRWORA of 1996, which established the TANF program and the Balanced Budget Act of 1997, **does not require** WtW Grant operating entities to confirm that male recipients of TANF-funded assistance, or other male beneficiaries of WtW Grant program services have complied with this provision of the Military Selective Service Act (Title 50 of the United States Code, Appendix 453).

NOTE: Co-enrollment in other federally funded programs may require verification of Selective Service registration.

### **Self-Attestation**

On an exception basis, operating entities may use self-attestation in the form of an applicant certification to determine WtW Grant eligibility when there is a delay or difficulty in receiving verification.

Operating entities must establish a written policy describing the type of documentation that will be used and the steps taken to request the information.

### **Significant Barrier to Self-Sufficiency**

Under the “Other Eligibles” Category, current recipients who have significant barriers to self-sufficiency are eligible to participate in the WtW Grant program. These barriers are to be defined by the Local Board in collaboration with the CWD. Local Boards have the flexibility to designate these barriers based on the needs of their community and the needs of the CalWORKs recipient.

### **State WtW Grant Matching Funds**

The State matching funds are allocated to CWDs to be used to provide WtW Grant services and activities to WtW Grant eligible populations. The spending restrictions that apply to the formula WtW Grant funds do not apply to the State WtW Grant matching funds. The CWDs may use all matching funds to serve all individuals eligible under the “Other Eligibles” Category.

### **Supplemental Security Income (SSI) Program**

The SSI is a federally funded cash aid program administered by the Social Security Administration for the aged and disabled.

### **Teenage Pregnancy**

As provided under the WtW Grant program, teenage pregnancy means an adult who was pregnant or had a child as a minor.

### **Thirty-Months on Aid**

For the WtW Grant program, the 30 months on aid means the time an adult has received TANF/CalWORKs assistance in his/her own AU. For NCP eligibility, it means the time a minor child has received aid or the custodial parent of the NCP's minor child has received aid. The time period an adult receives assistance as a minor in his/her parent's AU does not count toward the 30 months on aid. However, for teen parents, the 30 months on aid begins the day the teen's child is born, even if the teen is a member of her parent's AU.

### **Underemployed**

The definition of underemployed was established by the State in consultation with Local Boards and the DOL 25 Percent Competitive WtW Grantees to mean an individual who is working part-time but desires full-time employment or an individual who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement.

## **Unemployed**

The definition of unemployed means an individual is without a job and wants and is available for work. [Refer to Title 20 CFR 645.120, Workforce Investment Act]

## **Work Experience**

Under the WtW Grant program, work experience is a paid allowable employment activity. Work experience can be with public or private employers. Participants in work experience positions funded through the WtW Grant program are considered temporary employees, will apply for the work and be subject to hiring and termination by the employer, and will be expected to perform work for the benefit of the employer. The earnings received from work experience are counted as income for the purpose of determining the family's CalWORKs grant. Note: Under the CalWORKs program, work experience is not a paid work activity.

## **WtW Grant Allowable Activities**

The following activities are allowable under the WtW Grant program:

- Employment:
  1. Community service.
  2. Work experience.
  3. Jobs created through public or private sector employment wage subsidies.
  4. On-the-job training.
- Six months pre-employment vocational education and job training.
- Job placement.
- Job readiness.
- Post-employment services, which are provided after an individual is placed in one of the employment activities, or any other subsidized or unsubsidized job. Post-employment services include basic educational skills training; occupational skills training; English as a second language; and mentoring.
- Job retention services and supportive services after individuals are placed in a job readiness, pre-employment vocational education/job training, one of the employment activities, or any other subsidized or unsubsidized job. Job retention services and supportive services include non-medical substance abuse treatment, childcare assistance, emergency or short-term housing assistance and other supportive services the operating entity determines necessary.
- Individual Development Accounts.
- Outreach, recruitment, intake assessment, eligibility determination, development of an individualized service strategy, and case management may be incorporated in the design of any of the allowable activities listed above.

## **WtW Eligibility Requirements Effective October 1, 2000**

### **I. PRIMARY ELIGIBILITY**

#### ***General Eligibility***

Individual currently receiving TANF/CalWORKs assistance.

#### **AND**

Is a custodial parent who has received TANF/CalWORKs assistance for 30 months or more or will become ineligible for TANF/CalWORKs assistance within 12 months due to his/her federal lifetime limit on aid or, has not received aid for 30 months but the last minor child in the assistant unit will be turning 18 years of age within 12 months.

#### **OR**

Is a custodial parent who is no longer receiving TANF/CalWORKs assistance due to reaching his/her federal 60-month lifetime limit on aid, but would otherwise be eligible for TANF/CalWORKs assistance.

#### ***Noncustodial Parents Eligibility \****

At least one of the following criteria is met:

1. The minor child or the custodial parent of the noncustodial parent's minor child is currently receiving TANF/CalWORKs assistance and has received assistance for 30 months or more, or will become ineligible for TANF/CalWORKs assistance within 12 months due to the federal 60-month lifetime limit on aid.
2. The minor child is eligible for or is receiving TANF/CalWORKs assistance.
3. The minor child received TANF/CalWORKs assistance in the 12-month period before the date of determination, but no longer receives assistance.
4. The minor child is eligible for or is receiving assistance under the Food Stamp program, the Supplemental Security Income program, Medicaid or the Children's Health Insurance Program.

#### **AND**

The noncustodial parent meets one of the following:

1. Unemployed.
2. Underemployed.
3. Having difficulty in paying child support.

### **II. OTHER ELIGIBLES (30 PERCENT)**

Individual meets one of the following three criteria:

1. Currently receiving TANF/CalWORKs assistance and meets one of the following:
  - Has characteristics associated with or predictive of long-term welfare dependence such as dropped out of school, teenage pregnancy, poor work history or other locally defined characteristic.
  - Has significant barriers to self-sufficiency under criteria defined by the local Workforce Investment Board.
2. Youth aged 18 through 24 who before attaining 18 years of age were recipients of foster care.
3. Custodial parent with income below 100 percent of the poverty line.

\*NCPs must agree to a Personal Responsibility Contract within 90 days of enrollment, or individual cannot continue to receive services.



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*Yolo County*  
*Department of Employment & Social Services*  
120 West Main Street  
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### **YUBA**

Janice Roper  
(530) 749-6297  
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*Yuba County Human Services Agency*  
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Marysville, CA 95901  
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## 2001 POVERTY GUIDELINES

The Poverty Guidelines are used to establish low-income status for Workforce Investment Act (WIA) Title I and Welfare-to-Work (WtW) programs. Local Workforce Investment Boards need the Poverty Guidelines to determine eligibility for youth, eligibility for employed adult/dislocated workers for certain services, self-sufficiency, and for the reauthorization of the Work Opportunity Tax Credit. Local Workforce Investment Boards should consult the WIA and its regulations and preamble for more specific guidance.

Since only the income received during the six-month period immediately prior to the individual's application for WtW funded services is used for income determination, the chart below shows the annual, figures for each family size.

### 2001 HHS Poverty Guidelines

Size of Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$ 8,590	\$10,730	\$ 9,890
2	11,610	14,510	13,360
3	14,630	18,290	16,830
4	17,650	22,070	20,300
5	20,670	25,850	23,770
6	23,690	29,630	27,240
7	26,710	33,410	30,710
8	29,730	37,190	34,180
For each additional person, add	3,020	3,780	3,470

**SOURCE:** *Federal Register*, Vol. 66, No. 33, February 16, 2001, pp. 10695-10697.

Programs using the guidelines (or percentage multiples of the guidelines — for instance, 125 percent or 185 percent of the guidelines) in determining eligibility include Head Start, the Food Stamp Program, the National School Lunch Program, the Low-Income Home Energy Assistance Program, and the Children's Health Insurance Program. Note that in general, cash public assistance programs (Aid to Families with Dependent Children and its block grant successor Temporary Assistance for Needy Families, and Supplemental Security Income) do NOT use the poverty guidelines in determining eligibility. The Earned Income Tax Credit program also does NOT use the poverty guidelines to determine eligibility.



Information provided in the following tables is for entities using WtW Grant formula funds. For individuals meeting only the "NEW" eligibility criteria described in Tables 1 through 5, only non-federal or State WtW Grant matching funds may be expended to provide services and activities through September 30, 2000.

**TABLE 1 – 70 PERCENT ELIGIBILITY PROVISION**

<b>Pre-July 1, 2000 Requirements "OLD" 70 Percent</b>		<b>July 1, 2000 Requirements "NEW" Primary Eligibility, General</b>	
Individual is currently receiving CalWORKs assistance.	<input type="checkbox"/> Yes	Individual is currently receiving CalWORKs assistance.	<input type="checkbox"/> Yes
Is a custodial parent and has received TANF/CalWORKs assistance for 30 months or more or will become ineligible for CalWORKs assistance within 12 months due to his/her federal 60-month lifetime limit on aid.	<input type="checkbox"/> Yes	Is a custodial parent and has received TANF/CalWORKs assistance for 30 months or more; or will become ineligible for CalWORKs assistance within 12 months due to the federal 60-month lifetime limit on aid; or has not received aid for 30 months but the last minor child in the AU will be turning 18 years of age within 12 months.	<input type="checkbox"/> Yes
Has at least two of the following barriers to employment: <ul style="list-style-type: none"> <li>Does not have a high school diploma or certificate of general equivalency and has reading or math skills at 8.9 or below.</li> <li>Requires substance abuse treatment for employment.</li> <li>Has a poor work history.</li> </ul>	<input type="checkbox"/> Yes	(No barrier requirement.)	

If ALL boxes are marked "yes" under both "OLD" and "NEW" requirements, the individual is eligible to be enrolled under the "Primary Eligibility" Category and WtW Grant funds may be expended prior to October 1, 2000. If the individual meets only the "NEW" requirements, WtW Grant funds may not be expended until October 1, 2000.

<b>Pre-July 1, 2000 Requirements "OLD" 70 Percent</b>		<b>July 1, 2000 Requirements "NEW" Primary Eligibility, General</b>	
Individual is a custodial parent and no longer receiving TANF/CalWORKs assistance due to the federal 60-month lifetime limit on aid, but would otherwise be eligible for CalWORKs assistance. (Former recipient.)	<input type="checkbox"/> Yes	Individual is a custodial parent and no longer receiving TANF/CalWORKs assistance due to the federal 60-month lifetime limit on aid, but would otherwise be eligible for CalWORKs assistance. (Former recipient.)	<input type="checkbox"/> Yes
Is a custodial parent and has at least two of the following barriers to employment: <ul style="list-style-type: none"> <li>Does not have a high school diploma or certificate of general equivalency and has reading or math skills at 8.9 or below.</li> <li>Requires substance abuse treatment for employment.</li> <li>Has a poor work history.</li> </ul>	<input type="checkbox"/> Yes	(No barrier requirement.)	

If ALL boxes are marked "yes" under both "OLD" and "NEW" requirements, the individual is eligible to be enrolled under the "Primary Eligibility" Category and WtW Grant funds may be expended prior to October 1, 2000. If the individual meets only the "NEW" requirements, WtW Grant funds may not be expended until October 1, 2000.

**TABLE 2 - NONCUSTODIAL PARENT (NCP) 70 PERCENT ELIGIBILITY PROVISION**

Pre-July 1, 2000 Requirements "OLD" 70 Percent		July 1, 2000 Requirements "NEW" Primary Eligibility, NCPs	
Custodial parent of the NCP's minor child or the NCP's minor child is currently receiving TANF/CalWORKs assistance.	<input type="checkbox"/> Yes	At least <u>one</u> of the following criteria is met: <ul style="list-style-type: none"> <li>The minor child or the custodial parent of the NCP's minor child has received TANF/CalWORKs assistance for 30 months or more, or the custodial parent will become ineligible for TANF/CalWORKs assistance within 12 months due to the federal 60-month lifetime limit on aid.</li> <li>The minor child is eligible for or is receiving TANF/CalWORKs assistance.</li> <li>The minor child received TANF/CalWORKs assistance in the 12-month period before the date of determination, but no longer receives assistance.</li> <li>The minor child is eligible for or is receiving assistance under the Food Stamp program, the Supplemental Security Income program, Medicaid or the Children's Health Insurance Program.</li> </ul>	<input type="checkbox"/> Yes
Either the minor child or custodial parent has received TANF/CalWORKs assistance for 30 months or more, or the custodial parent will become ineligible for TANF/CalWORKs assistance within 12 months due to reaching his/her federal 60-month lifetime limit on aid. <u>or</u> The last minor child in the AU will turn 18 years of age within 12 months.	<input type="checkbox"/> Yes		
The NCP has at least two of the following barriers to employment: <ul style="list-style-type: none"> <li>Does not have a high school diploma or certificate of general equivalency and has reading or math skills at 8.9 or below.</li> <li>Requires substance abuse treatment for employment.</li> <li>Has a poor work history.</li> </ul>	<input type="checkbox"/> Yes	The NCP meets <u>one</u> of the following: <ul style="list-style-type: none"> <li>Unemployed.</li> <li>Underemployed.</li> <li>Having difficulty in paying child support.</li> </ul>	<input type="checkbox"/> Yes

If ALL boxes are marked "yes" under both "OLD" and "NEW" requirements, the noncustodial parent is eligible to be enrolled under the "Primary Eligibility" Category and WtW Grant funds may be expended prior to October 1, 2000. NOTE: As of July 1, 2000, noncustodial parents must enter into a written or oral personal responsibility agreement no later than 30 days or, at the option of the operating entity, no later than 90 days after enrollment.

If the NCP meets only the "OLD" requirements, he/she cannot be enrolled in the WtW Grant program.

If the NCP meets only the "NEW" "NCP" requirements, WtW Grant funds may not be expended until October 1, 2000.

**TABLE 3 - 30 PERCENT ELIGIBILITY PROVISION**

Pre-July 1, 2000 Requirements "OLD" 30 Percent		July 1, 2000 Requirements "NEW" Other Eligibles	
Individual is currently receiving CalWORKs assistance or would otherwise be eligible for CalWORKs assistance if he/she had not reached his/her federal 60-month lifetime limit on aid.	<input type="checkbox"/> Yes	Individual meets <u>one</u> of the following three criteria:	<input type="checkbox"/> Yes
Has at least one of the following characteristics associated with or predictive of long term welfare dependence: <ul style="list-style-type: none"> <li>• Dropped out of school.</li> <li>• Teenage pregnancy.</li> <li>• Poor work history.</li> <li>• Other locally defined characteristic.</li> </ul>	<input type="checkbox"/> Yes	1. Currently receiving CalWORKs assistance. <u>AND</u> Has at least one of the following characteristics associated with or predictive of long term welfare dependence: <ul style="list-style-type: none"> <li>• Dropped out of school.</li> <li>• Teenage pregnancy.</li> <li>• Poor work history.</li> <li>• Other locally defined characteristic.</li> </ul> <u>OR</u> <ul style="list-style-type: none"> <li>• Has significant barriers to self-sufficiency under criteria defined by the local Workforce Investment Board.</li> </ul>	
		2. Youth aged 18 through 24 who before attaining 18 years of age were recipients of foster care.	
		3. Custodial parents with income below 100 percent of the poverty line.	

If ALL boxes are marked "yes" under both "OLD" and "NEW" requirements, the individual is eligible to be enrolled under the "Other Eligibles" Category and WtW Grant funds may be expended prior to October 1, 2000. Please note that the eligibility requirements under "OLD" are the same as criterion 1 under the "NEW requirements.

**TABLE 4 - NONCUSTODIAL PARENT (NCP) 30 PERCENT ELIGIBILITY PROVISION**

NOTE: Under the WtW Grant program amendments, NCPs are not included under the 30 Percent Eligibility provision. They are eligible only under the "Primary Eligibility" Category.

Pre-July 1, 2000 Requirements "OLD" 30 Percent		July 1, 2000 Requirements "NEW" Primary Eligibility, NCPs	
The custodial parent of the NCP's minor child is currently receiving TANF/CalWORKs assistance.	<input type="checkbox"/> Yes	At least <u>one</u> of the following criteria is met: <ul style="list-style-type: none"> <li>The minor child or the custodial parent of the NCP's minor child has received TANF/CalWORKs assistance for 30 months or more, or the custodial parent will become ineligible for TANF/CalWORKs assistance within 12 months due to the federal 60-month lifetime limit on aid.</li> <li>The minor child is eligible for or is receiving TANF/CalWORKs assistance.</li> <li>The minor child received TANF/CalWORKs assistance in the 12-month period before the date of determination, but no longer receives assistance.</li> <li>The minor child is eligible for or is receiving assistance under the Food Stamp program, the Supplemental Security Income program, Medicaid or the Children's Health Insurance Program.</li> </ul>	<input type="checkbox"/> Yes
The NCP has at least one of the following characteristics associated with or predictive of long term welfare dependence: <ul style="list-style-type: none"> <li>Dropped out of school.</li> <li>Teenage pregnancy.</li> <li>Poor work history.</li> <li>Other locally defined characteristic.</li> </ul>	<input type="checkbox"/> Yes	The NCP meets <u>one</u> of the following: <ul style="list-style-type: none"> <li>Unemployed.</li> <li>Underemployed.</li> <li>Having difficulty in paying child support.</li> </ul>	<input type="checkbox"/> Yes

If ALL boxes are marked "yes" under the "OLD" 30 percent provisions and under the "NEW" primary eligibility provisions, the NCP is eligible to be enrolled under the "Primary Eligibility" Category and WtW Grant funds may be expended prior to October 1, 2000. NOTE: Upon enrollment, the NCP must enter into a written or oral personal responsibility agreement no later than 30 days or, at the option of the operating entity, no later than 90 days.

If the NCP meets only the "OLD" 30 Percent provision, he/she would not be eligible to be enrolled in the WtW Grant program and funds cannot be expended.

If the NCP meets only the "NEW" NCP Eligibility provision, WtW Grant funds cannot be expended until October 1, 2000.

**TABLE 5 – “OLD” 30 PERCENT AND “NEW” PRIMARY ELIGIBILITY CATEGORY**

<b>Pre-July 1, 2000 Requirements "OLD" 30 Percent</b>		<b>July 1, 2000 Requirements "NEW" Primary Eligibility, General</b>	
Individual is currently receiving CalWORKs assistance.	<input type="checkbox"/> Yes	Individual is currently receiving CalWORKs assistance.	<input type="checkbox"/> Yes
Has at least one of the following characteristics associated with or predictive of long term welfare dependence:  <ul style="list-style-type: none"> <li>• Dropped out of school.</li> <li>• Teenage pregnancy.</li> <li>• Poor work history.</li> <li>• Other locally defined characteristic.</li> </ul>	<input type="checkbox"/> Yes	Is a custodial parent and has received TANF/CalWORKs assistance for 30 months or more or will become ineligible for CalWORKs assistance within 12 months due to the federal 60-month lifetime limit on aid or has not received aid for 30 months but the last minor child in the AU will be turning 18 years of age within 12 months.	<input type="checkbox"/> Yes

If ALL boxes are marked “yes” under both 30 Percent “OLD” and “NEW” General Eligibility provision, the individual is eligible to be enrolled under the Primary Eligibility Category and WtW Grant funds may be expended prior to October 1, 2000.

<b>Pre-July 1, 2000 Requirements "OLD" 30 Percent</b>		<b>July 1, 2000 Requirements "NEW" Primary Eligibility, General</b>	
Individual is a custodial parent and no longer receiving CalWORKs assistance due to the federal 60-month lifetime limits on aid, but would otherwise be eligible for CalWORKs assistance. (Former recipient.)	<input type="checkbox"/> Yes	Individual is a custodial parent and no longer receiving CalWORKs assistance due to the federal 60-month lifetime limit on aid, but would otherwise be eligible for CalWORKs assistance. (Former recipient.)	<input type="checkbox"/> Yes
Has at least one of the following characteristics associated with or predictive of long term welfare dependence:  <ul style="list-style-type: none"> <li>• Dropped out of school.</li> <li>• Teenage pregnancy.</li> <li>• Poor work history.</li> <li>• Other locally defined characteristic.</li> </ul>	<input type="checkbox"/> Yes		

If ALL boxes are marked “yes” under both 30 Percent “OLD” and “NEW” General Eligibility provision, the individual is eligible to be enrolled under the “Primary Eligibility” Category and WtW Grant funds may be expended prior to October 1, 2000.

**Local Child Support and Services (LCSS) Offices**  
**(Title IV-D Agency)**

**Alameda County**

**Physical and Mailing Address:**

*2901 Peralta Oaks Court, Oakland, CA 94605*

*(510) 639-7299 (voice)*

*(510) 639-3523 (fax)*

**Office Hours:** Monday through Friday, 8:30 a.m. to 12 Noon, 1:00 p.m. to 5:00 p.m.

**Alpine County**

**Physical Address:**

*Courthouse, 99 Water Street, Markleeville, CA 96120*

*(530) 694-2971 (voice)*

*(530) 694-2980 (fax)*

**Mailing Address:** PO Box 248, Markleeville, CA 96120

**Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Amador County**

**Physical and Mailing Address:**

*708 Court Street, Suite 102, Jackson, CA 95642*

*(209) 223-6318 (voice)*

*(209) 223-6295 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Butte County**

**Physical Address:**

*1474 Myers St., Oroville, CA 95965*

*(530) 538-7221 (voice)*

*(530) 538-6500 (fax)*

**Mailing Address:** PO Box 1108, Oroville, CA 95965

**Office Hours:** Monday through Thursday, 6:30 a.m. to 7:00 p.m.

**Calaveras County**

**Physical Address:**

*3 North Main Street, San Andreas, CA 95249*

*(209) 966-3400 (voice)*

*(209) 754-6795 (fax)*

**Mailing Address:** P.O. Box 1510, San Andreas, CA 95249

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Colusa County**

**Physical and Mailing Address:**

*547 Market Street, Colusa, CA 95932*

*(530) 458-0555 (voice)*

*(530) 458-0565 (fax)*

Office Hours: Monday through Friday, 8:00 a.m. to 12 Noon, 1:00 p.m. to 5:00 p.m.

**Contra Costa County**

**Physical and Mailing Address:**

*50 Douglas Drive, Martinez, CA 94553*

*(925) 313-4200 (voice)*

Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Del Norte County**

**Physical and Mailing Address:**

**450 H Street, Room 209**

*Crescent City, CA 95531*

*(707) 464-7232 (voice)*

*(707) 465-0126 (fax)*

Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**El Dorado County**

**Placerville Office**

**Physical Address:**

*3057 Briw Rd., Suite B, Placerville, CA 95667*

*(530) 621-5600 (voice)*

*(530) 621-2022 (fax)*

Mailing Address: P.O. Box 391, Placerville, CA 95667

Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Fresno County**

**Physical Address:**

*2220 Tulare Street, Suite 310-P, Fresno, CA 93721*

*(559) 494-1090 (voice)*

*(559) 4941920 (fax)*

Mailing Address: P.O. Box 12946, Fresno, CA 93779-2946

Office Hours: Monday through Friday, 7:00 a.m. to 4:30 p.m.

**Glenn County**

**Physical Address:**

*540 W. Sycamore Street, Willows, CA 95988*

*(530) 934-6527 (voice)*

*(530) 934-6529 (fax)*

Mailing Address: P.O. Box 430, Willows, CA 95988

Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Humboldt County**

**Physical Address:**

*317 Second Street, Eureka, CA 95501*  
*(707) 441-3200 (voice)*  
*(800) 963-8704 (outside California)*  
*(707) 441-5654 (fax)*

**Mailing Address:** P.O. Box 128, Eureka, CA 95502-0128

**Office Hours:** Monday through Friday, 8:30 a.m. to 4:00 p.m.

**Imperial County**

**Physical and Mailing Address:**

*940 West Main, Suite 102, El Centro, CA 92243*  
*(760) 339-4528 (voice)*  
*(760) 352-4612 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Phone Hours:** Monday through Friday, 10:30 a.m. to 12 noon, 2:30 p.m. to 5:00 p.m.

**Inyo County**

**Physical Address:**

*386 W. Line Street, Bishop, CA 93515*  
*(760) 873-3659 (voice)*  
*(760) 873-3646 (fax)*

**Mailing Address:** P.O. Box 1147, Bishop, CA 93515

**Office Hours:** Monday through Friday, 8:00 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Kern County**

**Physical and Mailing Address:**

*1300 18th Street, Bakersfield, CA 93301*  
*(805) 868-6500 (voice)*  
*(805) 868-8558 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Kings County**

**Physical Address:**

*685 W. Third St., Hanford, CA 93232*  
*(559) 584-1425 (voice)*  
*(559) 582-0277 (fax)*

**Mailing Address:** PO Box 1289, Hanford, CA 93232

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Lake County**

**Physical Address:**

*525 N. Main Street, Lakeport, CA 95453*  
*(707) 263-4300 (voice)*  
*(707) 263-3948 (fax)*

**Mailing Address:** P.O. Box 1679, Lakeport, CA 95453

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.



**Lassen County**

**Physical Address:**

*807 Main Street, Susanville, CA 96130*

*(530) 257-8865 (voice)*

*(530) 257-2056 (fax)*

**Mailing Address:** P.O. Box 999, Susanville, CA 96130

**Office Hours:** Monday through Friday, 8:00 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Los Angeles County**

The Los Angeles County Child Support Hotline is: **(800) 615-8858 (Nationwide Toll Free)**

**Division I** - San Fernando Valley, Antelope Valley, Glendale, Burbank, West Los Angeles, Santa Monica, Venice

*15531 Ventura Blvd., Encino, CA 91463*

**Division II** - Central Los Angeles, East Los Angeles, Highland Park, Bell Gardens, Hollywood, Exposition Park, Pico Rivera

*5770 S. Eastern Ave., Commerce, CA 90040*

**Division III** - San Gabriel Valley, Covina, El Monte, Pasadena, Pomona, West Covina

*2934 Garvey Ave., West Covina, CA 91791*

**Division IV** - South Central Los Angeles, Southwest Los Angeles, Huntington Park, Manhattan Beach, Downey, Lawndale

*621 Hawaii Street, El Segundo, CA 90245*

**Division V** - Norwalk, Compton, Torrance, Lakewood, Paramount, San Pedro, Long Beach, Harbor City,

Carson

*20221 S. Hamilton Ave., Torrance, CA 90502*

**Division VI** - Antelope Valley

*1020 E. Palmdale Blvd., Palmdale, CA 93550*

**Court Trustee**

Please address payment inquiries to: *PO Box 513544, Los Angeles CA 90051-1544* or call **(323) 838-7550**

**Madera County**

**Physical Address:**

*120 N. Lake St., Madera, CA 93638*

*(559) 675-7885 (voice)*

*(559) 674-6593 (fax)*

**Mailing Address:** P.O. Box 1079, Madera, CA 93639

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Marin County**

**Physical Address:**

*4380 Redwood Hwy., Ste. A-1, San Rafael, CA 94903*

*(415) 507-4068 (voice)*

*(415) 499-6436 (fax)*

**Mailing Address:** P.O. Box 4911, San Rafael, CA 94913-4911

**Office Hours:** Monday through Friday, 8:00 a.m. to 4:30 p.m.

**Mariposa County**

**Physical Address:**

*5089 Bullion St., Mariposa, CA 95338*

*(209) 966-3400 (voice)*

*(209) 966-0411 (fax)*

**Mailing Address:** P.O. Box 748, Mariposa, CA 95338

**Office Hours:** Monday through Friday, 7:30 a.m. to 5:30 p.m.

**Mendocino County**

**Physical Address:**

*107 S. State St., Ukiah, CA 95482*

*(707) 463-4216 (voice)*

*(707) 463-6533 (fax)*

**Mailing Address:** P.O. Box 1000, Ukiah, CA 95482-1000

**Office Hours:** Monday through Friday, 8:00 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Merced County**

**Physical Address:**

*780 Loughborough Dr.*

*Merced, CA 95344*

*(209) 381-1300 (voice)*

*(209) 722-0556 (fax)*

**Mailing Address:** P.O. Box 3199, Merced, CA 95344

**Office Hours:** Monday through Friday, 8:00 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Phone Hours:** Monday through Friday, 9:00 a.m. to 12 noon, 1:00 p.m. to 4:00 p.m.

**Modoc County**

**Physical Address:**

*Courthouse, Room 103, 204 S. Court St., Alturas, CA 96101*

*(530) 233-6216 (voice)*

*(530) 233-6244 (fax)*

**Mailing Address:** P.O. Box 1171, Alturas, CA 96101

**Office Hours:** Monday through Friday, 8:30 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Mono County**

**Physical Address:**

*Hwy. 395, Main St. Courthouse, Bridgeport, CA 93517*

*(760) 932-5711 (voice)*

*(760) 932-5702 (fax)*

**Mailing Address:** P.O. Box 613, Bridgeport, CA 93517

**Phone Hours:** Monday through Friday, 1:00 p.m. to 5:00 p.m.

**Monterey County**

**Physical Address:**

*752 LaGuardia St., Salinas, CA 93905*

*(831) 755-3200 (voice)*

*(831) 755-3272 (fax)*

**Mailing Address:** *P.O. Box 2059, Salinas, CA 93902*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Napa County**

**Physical Address:**

*929 Parkway Mall, Suite 247*

*Napa, CA 94559*

*(707) 253-4251 (voice)*

*(707) 253-6041 (fax)*

**Mailing Address:** *P.O. Box 5720, Napa, CA 94581*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Nevada County**

**Physical Address:**

*950 Maidu Avenue, Nevada City, CA 95959*

*(530) 265-1253 (voice)*

*(530) 265-1781 (fax)*

**Mailing Address (Payments Only):** *P.O. Box 928, Nevada City, CA 95959*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Orange County**

**Physical Address:**

*901 Civic Center Drive West, Suite 150, Santa Ana, CA 92701*

*(714) 541-7600 (voice) or toll-free (888) 594-7600*

*(714) 541-7401 (fax)*

**Mailing Address:** *P.O. Box 22099, Santa Ana, CA 92702-2099*

**Payment Address:** *P.O. Box 448, Santa Ana, CA 92702-0448*

**Office Hours:** Monday through Friday, 7:00 a.m. to 4:30 p.m.

**Placer County**

**Auburn Office--Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Physical Address:**

*11795 Education Street, Auburn, CA 95603*

*(530) 889-5700 (voice)*

**Mailing Address:** *P.O. Box 5700, Auburn, CA 95603-5700*

**Tahoe Office -- Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Physical Address:**

*5225 North Lake Boulevard, Carnelian Bay, CA 96140*

*(530) 581-1940 (voice)*

**Mailing Address:** *P.O. Box 970, Carnelian Bay, CA 96140*

### Plumas County

**Physical Address:**

*522 Lawrence Street, Quincy, CA 95971*

*(530) 283-6264 (voice)*

*(530) 283-6250 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

### Riverside County

**Riverside Main Office** -- Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Physical and Mailing Address:**

*2081 Iowa Avenue, Riverside, CA 92507*

*(909) 955-4100 (voice)*

**Payment Address:** *2041 Iowa Avenue, Riverside, CA 92507*

**Southwest Branch** -- Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Physical and Mailing Address:**

*1370 South State Street, San Jacinto, CA 92583*

*(909) 791-2000 (voice)*

**Indio**

**Physical and Mailing Address:**

*47-940 Arabia Street Indio, CA 92220*

*(760) 863-7100 (voice)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Blythe**

**Physical and Mailing Address:**

*1287 W. Hobsonway, Blythe, CA 92225*

*(760) 921-7974 (voice)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

### Sacramento County

**Physical Address:**

*Carol Miller Justice Center, 301 Bicentennial Circle, 2nd Floor, Sacramento, CA 95826*

*(916) 875-7400 (voice)*

*(916) 875-7499 (fax)*

**Mailing Address:** *P.O. Box 269112, Sacramento, CA 95826-9112*

**Payment Address:** *PO Box 419058, Rancho Cordova, CA 95741-9058*

**Office Hours:** Monday through Friday, 7:30 a.m. to 5:30 p.m.

### San Benito County

**Physical Address:**

*220 San Felipe Road, Hollister, CA 95023*

*(831) 636-4130 (voice)*

*(831) 636-4134 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**San Bernardino County**

**Main Office**

**Physical Address:**

*10417 Mountain View, Loma Linda, CA 92354*

*(909) 799-1790 (voice)*

*(909) 478-7470 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Desert Region**

**Physical Address:**

*15456 W. Sage Street, Victorville, CA 92392*

*(619) 243-5227 (voice)*

*(619) 243-8347 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**West Valley Region**

**Physical Address:**

*10565 Civic Center Drive, Suite 250 East, Rancho Cucamonga, CA 91730*

*(909) 987-9984 (voice)*

*(909) 945-4055 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**San Diego County**

**Main Office -- Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Physical Address:**

*330 W. Broadway Ave., Suite 700, San Diego, CA 92101*

**El Cajon -- Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Physical Address:**

*220 S. First St., El Cajon, CA 92109-4797*

**Escondido -- Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Physical Address:**

*463 N. Midway Drive, Escondido, CA 92027-2679*

**Kearny Mesa -- Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Physical Address:**

*5201 Ruffin Road, San Diego, CA 92123-1653*

**Lemon Grove -- Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Physical Address:**

*7065 Broadway, Lemon Grove, CA 91945*

**Northeast -- Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Physical Address:**

*5001 73rd Street, San Diego, CA 92115*

**Oceanside -- Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Physical Address:**

*1315 Union Plaza Court, Oceanside, CA 92054*

**South Bay -- Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Physical Address:**

*690 Oxford Street, Chula Vista, CA 91911*

**Southeast -- Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Physical Address:**

*4588 Market Street, San Diego, CA 92102*

**San Francisco County**

**Physical and Mailing Address:**

*617 Mission Street, San Francisco, CA 94105*

*(415) 356-2700 (voice)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**San Joaquin County**

**Physical Address:**

*826 North California Street, Stockton, CA 95201*

*(209) 468-2601 (voice)*

*(209) 468-2577 (fax)*

**Mailing Address:** *P.O. Box 50, Stockton, CA 95201*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**San Luis Obispo County**

**Physical Address:**

*1200 Monterey Street, San Luis Obispo, CA 93401*

*(805) 781-5734 (voice)*

*(805) 781-5156 (fax)*

**Mailing Address:** *P.O. Box 841, San Luis Obispo, CA 93406*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Phone Hours:** Monday through Friday, 9:00 a.m. to 4:00 p.m.

**San Mateo County**

**Physical and Mailing Address:**

*401 Warren Street, Redwood City, CA 94063*

*(650) 366-8221 (voice)*

*(650) 366-4711 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Santa Barbara County**

**Santa Barbara** -- **Office Hours:** Monday through Friday, 7:00 a.m. to 5:00 p.m.

**Physical and Mailing Address:**

*4 East Carrillo Street, Santa Barbara, CA 93101*

*(805) 568-2330 (voice)*

*(805) 568-2387 (fax)*

**Lompoc** -- **Office Hours:** Monday through Friday, 7:00 a.m. to 5:00 p.m.

**Physical and Mailing Address:**

*401 East Ocean Avenue, Lompoc, CA 93436*

*(805) 737-7980 (voice)*

*(805) 737-7992 (fax)*

**Santa Maria** -- **Office Hours:** Monday through Friday, 7:00 a.m. to 5:00 p.m.

**Physical and Mailing Address:**

*201 South Miller Street, Suite 202, Santa Maria, CA 93454*

*(805) 346-7448 (voice)*

*(805) 346-7492 (fax)*

**Santa Clara County**

**Physical and Mailing Address:**

*2645 Zanker Road, San Jose, CA 95134*

*(408) 922-1400 (voice)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Santa Cruz County**

**Physical Address:**

*420 May Avenue, Santa Cruz, CA 95060*

*(408) 454-3700 (voice)*

*(408) 454-3752 (fax)*

**Mailing Address:** *P.O. Box 1841, Santa Cruz, CA 95061*

**Office Hours:** Monday through Friday, 8:00 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Shasta County**

**Physical Address:**

*1860 Shasta Street, Redding, CA 96001*

*(530) 225-5581 (voice)*

**Mailing Address:** *P.O. Box 99413, Redding, CA 96099-4130*

**Office Hours:** Monday through Friday, 7:00 a.m. to 5:00 p.m.

**Phone Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Sierra County**

**Physical Address:**

*100 Courthouse Square, Downieville, CA 95936*

*(530) 289-3269 (voice)*

*(530) 289-0130 (fax)*

**Mailing Address:** *P.O. Box 457, Downieville, CA 95936*

**Office Hours:** Monday through Friday, 8:00 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Siskiyou County**

**Physical Address:**

*1215 S. Main Street, Yreka, CA 96097*

*(530) 841-2950 (voice)*

**Mailing Address:** *P.O. Box 1046, Yreka, CA 96097*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Solano County**

**Physical and Mailing Address:**

*800 Chadbourne Road, Suite 10, Suisun, CA 94585*

*(707) 421-7210 (voice)*

*(707) 421-7483 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Sonoma County**

**Physical Address:**

*1755 Copperhill Parkway, Santa Rosa, CA 95406  
(707) 565-4000 (voice)*

**Mailing Address:** *PO Box 653, Santa Rosa, CA 95406*

**Payments Address:** *PO Box 11588, Santa Rosa, CA 95406*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Stanislaus County**

**Physical Address:**

*251 E. Hackett Road, Modesto, CA 95350  
(209) 558-3000 (voice)  
(209) 558-3135 (fax)*

**Mailing Address:** *PO Box 4189, Modesto, CA 95352-4189*

**Office Hours:** Monday through Thursday, 7:00 a.m. to 6:00 p.m.

**Sutter County**

**Physical and Mailing Address:**

*543 Garden Highway, Yuba City, California 95991  
(530) 822-7338 (voice)  
(530) 822-7170 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Tehama County**

**Physical and Mailing Address:**

*940 Diamond Avenue, Red Bluff, CA 96080  
(530) 527-3110 (voice)  
(530) 527-5130 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Phone Hours:** Monday through Thursday, 8:00 a.m. to 5:00 p.m.

**Trinity County**

**Physical Address:**

*101 Court Street, Weaverville, CA 96093  
(530) 623-1306 (voice)  
(530) 623-2865 (fax)*

**Mailing Address:**

*PO Box 310, Weaverville, CA 96093*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.



**Tulare County**

**Physical and Mailing Address:**

*8040 Doe Avenue, Visalia, CA 93291*

*(559) 651-5700 (voice)*

*(559) 730-2595 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Phone Hours:** Monday through Friday, 9:00 a.m. to 4:00 p.m.

**Tuolumne County**

**Physical and Mailing Address:**

*975 Morning Star Drive, Sonora, CA 95370*

*(209) 533-6400 (voice)*

*(209) 533-6455 (fax)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 4:00 p.m.

**Ventura County**

**Ventura Office -- Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Physical and Mailing Address:**

*4651 Telephone Road, Suite 101, Ventura, CA 93003*

*(805) 654-5200 (voice)*

**Interview Hours:** Monday through Friday, 8:15 a.m. to 4:45 p.m.

**Simi Valley Office -- Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Physical and Mailing Address:**

*970 Enchanted Way, Simi Valley, CA 93065*

*(805) 955-2212 (voice)*

**Interview Hours:** Monday through Friday, 8:15 a.m. to 4:45 p.m.

**Yolo County**

**Physical Address:**

*100 W. Court Street, Woodland, CA 95695*

*(530) 661-2880 (voice)*

*(530) 661-2878 (fax)*

**Mailing Address:**

*PO Box 1385, Woodland, CA 95776*

**Office Hours:** Monday through Friday, 8:00 a.m. to 12 noon, 1:00 p.m. to 5:00 p.m.

**Yuba County**

**Physical and Mailing Address:**

*215 Fifth Street, Marysville, CA 95901*

*(530) 741-6261 (voice)*

**Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.

**HEALTHY FAMILIES PROGRAM  
PRESUMPTIVE ELIGIBILITY FOR NCPs  
Worksheet**

**ADD** the gross income (before taxes) of all persons who live in the custodial parent's home. **DO NOT INCLUDE** SSI/SSP payments; foster care payments for foster children in your care; college work-study; CalWORKs payments (replaces AFDC); loans; and earnings of a child under age 14 or who goes to school.

NAME OF PERSON WITH INCOME	SOURCE OF INCOME	GROSS INCOME Last 6 Months
1.		
2.		
3.		
4.		
<b>TOTAL GROSS INCOME</b>		<b>\$</b>

**DEDUCTIONS** from family income. The answers in this section will help determine what amounts will be deducted from your family's gross monthly income.

TYPE OF PAYMENT YOUR FAMILY MAKES	NAME OF PERSON WHO PAYS	PAID Last 6 Months
Child Support		
Alimony		
CHILD CARE OR DEPENDENT CARE ( <i>List child's name</i> )	AGE	
1.		
2.		
3.		
4.		
<b>TOTAL PAID</b>		<b>\$</b>
(Gross Income less Total Paid)		
<b>GRAND TOTAL</b>		<b>\$</b>

Total number in family \_\_\_\_\_. Find the maximum income level below for this size family and compare it to the total gross income (Grand Total). If the total gross income is less than the maximum income level, this person is presumed eligible for the Healthy Families program.

**MAXIMUM INCOME LEVEL\***

FAMILY SIZE	GROSS INCOME (Last 6 Months)	FAMILY SIZE	GROSS INCOME (Last 6 Months)
1	\$10,740	6	\$29,616
2	\$14,514	7	\$33,390
3	\$18,288	8	\$37,164
4	\$22,068	9	\$40,938
5	\$25,842	10	\$44,718

\*Add \$3,780 for each additional family member for families with 11 or more members

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date